



TECH NOTE # 72604

HOW INFORMATION GETS PULLED INTO THE HUD APR

SERVICEPOINT™ 3.03

OVERVIEW

The goals of this document are to explain how information is pulled into the HUD Annual Performance Report (APR) and to provide a line-by-line description of each HUD field. It is specifically designed to clarify those sections of the HUD APR that are not easily discernable, including:

- Disability Information
- Monthly Income Information
- Chronically Homeless
- Non-Homeless Persons

It also contains information about how the HUD Report distinguishes between single individuals and family members.

It is important to note that the “canned” HUD APR can only be run for one Provider at a time. It pulls information based on the presence of a HUD-40118 Entry with an Entry Date that is on, before, during, or overlaps with the reported time frame. The report will also pull the information for those Clients who have an Exit Date that falls within or overlaps the Operating Year.

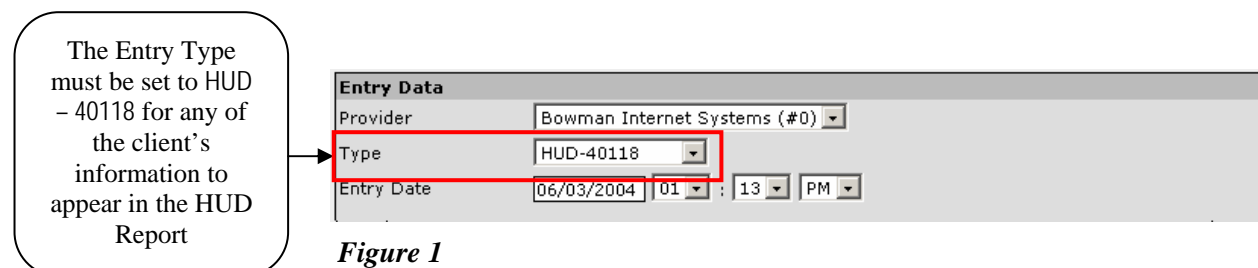


Figure 1

IMPORTANT

NO Client information will be pulled into the HUD APR without a HUD 40118 Type of Entry that falls within or overlaps the Operating Year for the Client in question.

VALID HUD ENTRIES AND EXITS

The HUD APR reports on ALL clients with a HUD-40118 entry except those who exited before the reporting period, or entered after the reporting period. The chart below illustrates which Entries and Exits are counted in the HUD Report.

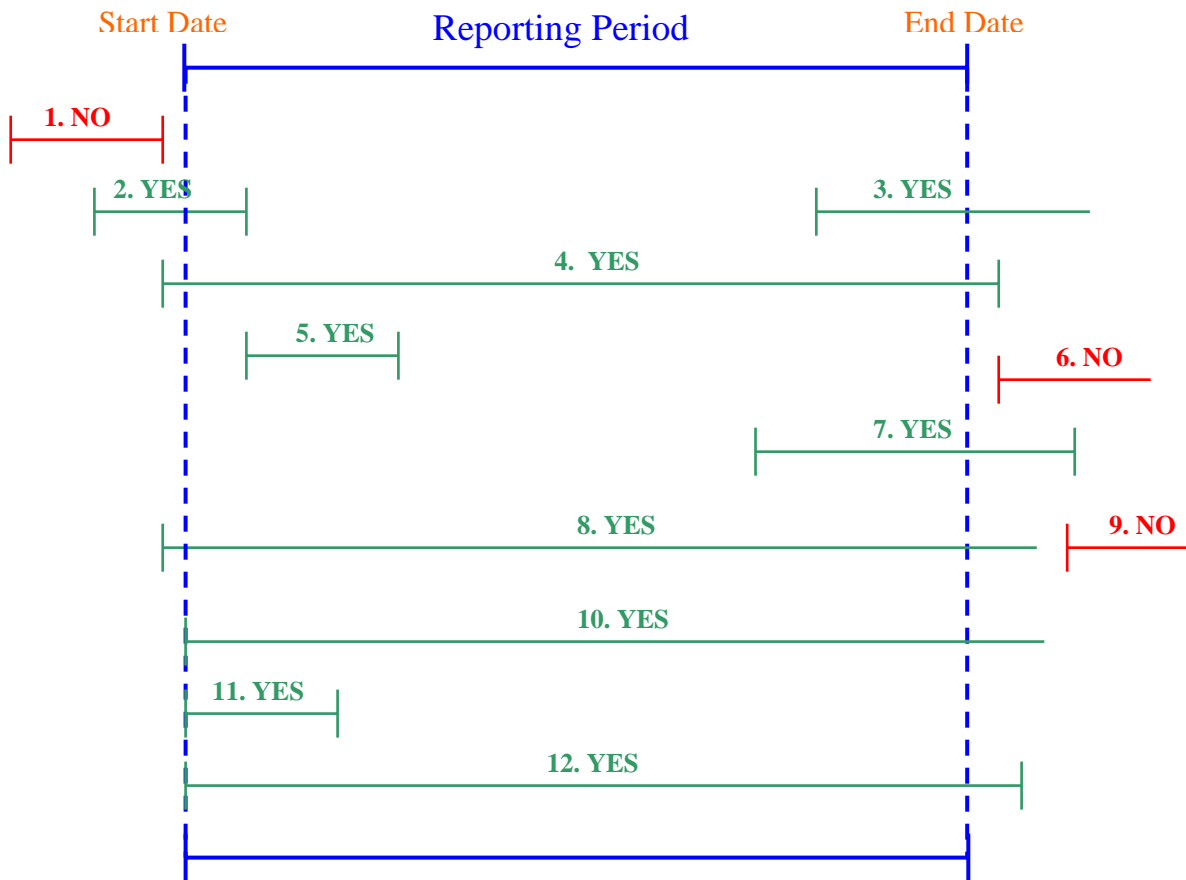


Figure 2

The following items refer to Figure 2.

1. NO: Clients that have both a HUD Entry and Exit Date that are BEFORE the Reporting Period begins will NOT be included in the HUD Report.

- 2. YES:** Clients that have a HUD Entry date that is BEFORE the Reporting Period and a HUD Exit date during the Reporting Period WILL be included in the HUD Report.
- 3. YES:** Clients that have a HUD Entry date that is DURING the Reporting Period and have NO Exit date WILL be included.
- 4. YES:** Clients that have a HUD Entry date that is BEFORE the Reporting Period and have an Exit Date AFTER the Reporting Period WILL be included in the HUD Report.
- 5. YES:** Clients that have both a HUD Entry and Exit Date that are DURING the Reporting Period WILL be included in the HUD Report.
- 6. NO:** Clients that have a HUD Entry Date that is AFTER the Reporting Period will NOT be included in the HUD Report.
- 7. YES:** Clients that have a HUD Entry Date that is DURING the Reporting Period and a HUD Exit Date after the Reporting Date WILL be included in the HUD Report.
- 8. YES:** Clients that have a HUD Entry Date that is BEFORE the Reporting Period and do not have a HUD Exit Date WILL be included in the HUD Report.
- 9. NO:** Clients that have a HUD Entry and Exit Date that are AFTER the Reporting Period will NOT be included in the HUD Report.
- 10. YES:** Clients that have a HUD Entry Date ON the first day of the Reporting Period and have NO End Date WILL be included in the HUD Report.
- 11. YES:** Clients that have a HUD Entry Date ON the first day of the Reporting Period and an Exit Date DURING the Reporting Period WILL be included in the HUD Report.
- 12. YES:** Clients that have a HUD Entry Date ON the first day of the Reporting Period and an Exit Date AFTER the Reporting Period WILL be included in the HUD Report.

NOTE

Lines 1 and 16 – 21 are not included in the ServicePoint™ HUD APR Report. Due to the layout of the HUD APR, as well as information that is not captured in ServicePoint™, the ServicePoint™ HUD APR is not intended to be an end product that can be sent to HUD. Users are required to copy the numbers from the ServicePoint™ APR to the HUD form. Questions #1 and #16-21 are either Agency Specific, not related to ServicePoint™, and/or consist of varying data that the system is unable to report on at this time.

FAMILY MEMBERS VS. SINGLES

The information contained in this section describes the criteria required for information to be separated into Families and Singles in the HUD-40118 APR.

- Household Members are not considered Family Members in the HUD APR unless they share an Entry. If they do not share an Entry, each Client will be considered a Single on the HUD APR.
- HUD considers both Singles and Adults in families as “Participants.” Singles are those individuals not included in a family. This includes children that enter without an accompanying adult.
- Household Members can share an Entry by selecting the checkboxes next to the Household Members’ names on the Entry screen.

The screenshot shows a software window titled "Entry/Exit - (Test, Jessica)". At the top right are buttons for "Save and Close", "Save", and "Cancel". The window is divided into two main sections. The top section, "Household members", contains a text box with instructions: "To include household members in this entry/exit, click on the checkbox next to their name. Note: Only members from the same household may be selected." Below this is a list of household members. One member, "*Test, Heath", is highlighted with a red box, and a checkbox next to it is checked. A callout bubble points to this checkbox with the text: "Click on the checkbox next to Household Members' names to share an Entry". The bottom section, "Entry Data", contains fields for "Provider" (Bowman Internet Systems (#0)), "Type" (HUD-40118), and "Entry Date" (06/03/2004 01:08 PM).

Figure 3

HUD APR LINE-BY-LINE

The information contained in the following sections describe the criteria required to insure that all needed ServicePoint™ data is pulled into the appropriate HUD-40118 APR line.

LINE 2: PERSONS SERVED DURING THE OPERATING YEAR

IMPORTANT
<p>A child who comes into a program alone or with another child (without an accompanying adult) will be counted in the Singles column.</p>

Line 2a: Number on the first day of the operating year

Clients who have a HUD Entry Date before the Reporting Period Start Date, but do not have an Exit Date before the Report Period, will be included in Line 2a. (See 2. YES and 8. YES on pages 2 and 3)

Line 2a

2. Persons Served during the operating year.	Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a. Number on the first day of the operating year.	0	0	0	0
b. Number entering program during the operating year.	6	0	0	0
c. Number who left the program during the operating year.	4	0	0	0
d. Number in the program on the last day of the operating year. (a+b-c=d)	2	0	0	0

Figure 4

Line 2b: Number entering program during the operating year

Clients who have a HUD Entry Date on the first day of or after the Reporting Period Start date, and before the Reporting Period End Date, with or without an Exit Date, will be included in Line 2b. (See 3. YES, 5. YES, 7. YES, 10. YES, 11. YES, and 12. YES on page 2)

<div>Line 2b</div>	2. Persons Served during the operating year.	Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
	a. Number on the first day of the operating year.	0	0	0	0
	b. Number entering program during the operating year.	6	0	0	0
	c. Number who left the program during the operating year.	4	0	0	0
	d. Number in the program on the last day of the operating year. (a+b-c=d)	2	0	0	0

Figure 5

Line 2c: Number who left the program during the operating year

Clients who had a HUD Entry Date prior to, on the first day of, or during the Reporting Period and a HUD Exit Date during the Reporting Period will be included in Line 2c. (See 2. YES, 5. YES, and 11. YES on page 2)

2. Persons Served during the operating year.	Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a. Number on the first day of the operating year.	0	0	0	0
b. Number entering program during the operating year.	6	0	0	0
c. Number who left the program during the operating year.	4	0	0	0
d. Number in the program on the last day of the operating year. (a+b-c=d)	2	0	0	0

Figure 6

Line 2d: Number in the program on the last day of the operating year

This field subtracts the number that left the program during the operating year (Line 2c) from the combined number of those that entered the program during the operating year (Line 2b) and those who were in the program on the first day of the operating year (Line 2a). The number that appears is the number still enrolled in the program on the last day of the operating year.

2. Persons Served during the operating year.	Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a. Number on the first day of the operating year.	0	0	0	0
b. Number entering program during the operating year.	6	0	0	0
c. Number who left the program during the operating year.	4	0	0	0
d. Number in the program on the last day of the operating year. (a+b-c=d)	2	0	0	0

Figure 7

LINE 3: PROJECT CAPACITY:

This section lists the number of clients in the program on the last day of the operating year for Number of Singles Not in Families and Number of Families.

3. Project Capacity.	Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a. Number on last day (from 2d, columns 1 and 4)	2			0

Figure 8

LINE 4: NON-HOMELESS PERSONS (SEC. 8 SRO PROJECTS ONLY)

4. Non-homeless persons. (Sec. 8 SRO projects only)	
How many income-eligible non-homeless persons were housed by the SRO program during the operating year?	5

Figure 9

The information that will be pulled into this Line Item of the Report is dependent on the HUD 40118 Assessment Questions Is Client Homeless? and Is Client Chronically Homeless? Either a null or “No” answer to both of these questions prompt the system to include those Clients in the total of Non-homeless Persons on Line 4 of the HUD APR. If the Provider running the HUD APR is *not* a Single Room Occupancy (SRO) provider, ignore Line 4 and do not use it in your final report to HUD.

S) Legal
Medical
Mental Health
Substance Abuse
HUD-40118
Military

Homeless Information

Type of Living Situation

Is Client Homeless? H G

Is Client Chronically Homeless? ☒ No

SRO's should answer Is Client Homeless? and Is Client Chronically Homeless? with No for the client to be reported as a Non-homeless Person

Figure 10

LINE 5: AGE AND GENDER

5. Age and gender.		Age	Male	Female	Other/Not given
Single Persons (from 2b, column 1)	a. 62 and over		0	0	0
	b. 51 - 61		1	0	0
	c. 31 - 50		1	1	0
	d. 18 - 30		0	3	0
	e. 17 and under		0	0	0
	Not given		0	0	0
Persons in Families (from 2b, columns 2 & 3)	f. 62 and over		0	0	0
	g. 51 - 61		0	0	0
	h. 31 - 50		0	0	0
	i. 18 - 30		0	0	0
	j. 13 - 17		0	0	0
	k. 6 - 12		0	0	0
	l. 1 - 5		0	0	0
	m. Under 1		0	0	0
	Not given		0	0	0

Figure 11

Line 5 reports the age and gender of those clients who entered during the Operating Year (see Page 5 concerning Line 2b). This line pulls information from the Age and Gender fields located in the Additional Profile Information Assessment and other assessments that ask for the age and gender of the client. Gender is sorted into an age group, which is determined by the client's Date of Birth.

NOTE

Only clients who have an Entry Date on the first day of or during the operating year will be included in Line 5.

Assessment List

- Additional Profile Information
- Children
- Client Budget and Expenses
- Employment
- Legal
- Medical
- Mental Health

Additional Profile Information Assessment

Assessment Date: 06/29/2004 11:13 AM Back Date

Date of Birth: 05/08/1975 (mm/dd/yyyy) H G

Gender: Female H G

Save Changes Exit

Date of Birth and Gender fields must be completed to appear in the HUD Report

Figure 12

LINE 6A: VETERANS STATUS

6a. Veterans Status.

A veteran is anyone who has ever been on active military duty status.

0

Figure 13

For a client to be listed in this field, they must meet the following criteria:

- Client must have a HUD Entry Date on the first day of or during the Operating Year (see Page 5 concerning Line 2b).
- Client must be at least the Legal Adult Age, as defined by the Legal Adult Age field on the HUD Report and the client's Date of Birth

Home ClientPoint ResourcePoint ShelterPoint SkanPoint Reports Admin Help Logoff

HUD Annual Progress Report (HUD-40118)

Report Options:

Provider: -Select-

Operating Year Date Range: to (mm/dd/yyyy)

Legal Adult Age: 18 (as defined by foster care law in your state)

Build Report

Set the Legal Adult Age for the HUD Report Here

Figure 14

- Client must answer “Yes” to the question U.S. Military Veteran? located under the HUD Assessment and Entry Form.

Military Information

U.S. Military Veteran? Yes

Honorable Discharge? - Select -

Military Service Related Disability? - Select -

Receiving Veterans Services? - Select -

If Yes, List Veterans Services

HUD-40118 Assessment

The Question U.S. Military Veteran? must be Yes for the client to appear on Line 6a of the HUD Report

Figure 15

LINE 6B: CHRONICALLY HOMELESS

6b. Chronically Homeless.	
How many participants were chronically homeless individuals?	<u>3</u>

Figure 16

Those Clients who entered on the first day of or during the Operating Year (see Page 5 concerning Line 2b) are included on Line 6b.

The information that populates this field in the HUD APR is pulled directly from the question on the HUD 40118 Assessment, Is Client Chronically Homeless? for adult clients.

The following pieces of client information have no bearing on Line 6b of the ServicePoint™ HUD APR:

- Extent of Homelessness?
- Disabilities Sub-Assessment
- Type of Living Situation?

NOTE
The system does not cross-check information entered for the Client with HUD’s definition of “Chronically Homeless.”

LINE 7: ETHNICITY

7. Ethnicity.	
a. Hispanic or Latino	0
b. Non-Hispanic or Non-Latino	6

Figure 17

The HUD Report pulls all adult clients that have an Entry Date that is on the first day of or during the Operating Year (see Page 5 concerning Line 2b) and that have answered the Ethnicity question found in the Additional Profile Information Assessment and other assessments.

The screenshot shows the 'Additional Profile Information Assessment' form. On the left is an 'Assessment List' with categories like Children, Client Budget and Expenses, Employment, Legal, Medical, Mental Health, Substance Abuse, HUD-40118, Military, Personal Strengths, Education, and Insurance Information. The main form area contains fields for Assessment Date, Date of Birth, Gender, Race, Ethnicity, Alias, and English Speaking Skills. The 'Ethnicity' field is highlighted with a red box, and its dropdown menu is open, showing options: 'Other', 'Select -', 'Hispanic/Latino', and 'Other'. A callout box on the right states: 'Line 7 of the HUD Report pulls from the Ethnicity field located in the Additional Profile Information Assessment and other assessments'.

Figure 18

LINE 8: RACE

8. Race.	
a. American Indian or Alaskan Native	0
b. Asian	2
c. Black or African American	0
d. Native Hawaiian or Other Pacific Islander	1
e. White	0
f. American Indian/Alaskan Native & White	0
g. Asian & White	0
h. Black/African American & White	1
i. American Indian/Alaskan Native & Black/African American	0
j. Other Multi-Racial	0
k. Other/Unknown (all that do not match)	2

Figure 19

Adult clients who entered on the first day of or during the Operating Year (see Page 5 concerning Line 2b) and who have completed the Race question found in the Additional Profile Information Assessment, and other assessments, are pulled into the HUD Report Race field. The Race entered for the client must be a HUD defined race to be incorporated into the Report. All HUD-defined races are denoted by (HUD 40118) text. If a non-HUD-defined Race is chosen, the HUD APR will count the Client in the Other Race category.

Assessment List

- Additional Profile Information
- Children
- Client Budget and Expenses
- Employment
- Legal
- Medical
- Mental Health
- Substance Abuse
- HUD-40118
- Military
- Personal Strengths
- Education
- Insurance Information
- Residential
- Question Sharing Test - Assess 1
- Question Sharing Test - Assess 2
- Security Test

Additional Profile Information Assessment [Save Change]

Assessment Date: 06/29/2004 11:13 AM [Back Date]

Date of Birth: 05/08/1975 (mm/dd/yyyy) H G

Gender: Female H G

Race: [Dropdown Menu]

Ethnicity:

Alias:

English Speaking Skill:

Primary Language Spoken:

Secondary Language Spoken:

Race Options (HUD 40118):

- Asian (HUD 40118)
- Black/African American & White (new HUD 40118)
- Asian & White (new HUD 40118)
- Alaskan Native (HUD 40118)
- American Indian (HUD 40118)
- Asian (HUD 40118)
- Black (HUD 40118)
- Native Hawaiian (HUD 40118)
- Pacific Islander (HUD 40118)
- White (HUD 40118)
- Other
- Other Multi-Racial (new HUD 40118)

A HUD-defined race must be selected in order for the client to appear in this section of the HUD Report

Figure 20

LINES 9A AND 9B: DISABILITY INFORMATION

9a. Special Needs.		
	All	Chronic
a. Mental illness	0	0
b. Alcohol abuse	0	0
c. Drug abuse	0	0
d. HIV/AIDS or related diseases	0	0
e. Developmental disability	0	0
f. Physical disability	0	0
g. Domestic violence	0	0
h. Other (please specify)	1	0
9b. Disabled.		
How many of the participants are disabled?		1

Figure 21

Clients who entered on the first day of or during the Operating Year (see Page 5 concerning Line 2b) and are classified as adults will appear in these sections of the HUD Report.

For a client to appear on line g: Domestic Violence, the question Domestic Violence Victim? must be answered with “yes.” This question can be found on the HUD 40118 Assessment.

Mental Health Information

Domestic Violence Victim? Yes H G

Overview of Domestic Violence

The question Domestic Violence Victim? must be answered Yes for the client to appear on Line 9a: g. of the HUD Report

Figure 22

Start Date: A Start Date is required for the Disability to be included in the HUD APR. The Start Date of the Disability must be *ON or BEFORE* the Entry Date. (see Figure 25)

NOTE
If the actual Start Date is unknown, a date that is prior to the Entry Date should be entered. This will allow the User to determine that the Disability did not begin while the Client was receiving services from the Provider.

The screenshot shows a web form titled "Disabilities". It contains several fields: "Assessment Date" (06/03/2004 11:14 AM), "Disability Type" (- Select -), "Start Date" (06/03/2004), "Note on Disability", and "End Date". There are "Save & Add Another", "Save & Exit", and "Exit" buttons at the top and bottom. Two callout boxes provide additional context: one points to the "Start Date" field stating it is required for the HUD Report, and another points to the "Assessment Date" field stating it must be the Entry Date.

Disability Start Date: This is required for this information to be included in the HUD Report

The Assessment Date of the Disabilities sub-assessment must be the Entry Date

Figure 23

NOTE
If the Start Date is after the Entry Date, the information <i>WILL NOT</i> be pulled into the HUD APR.

End Date: An End Date is *NOT* required for the information to be included in the HUD APR; however, if the End Date of the Disability is before the Entry Date, then the information will not be included in the report.

LINE 10: PRIOR LIVING SITUATION

10. Prior Living Situation.		
	All	Chronic
a. Non-housing (street, park, car, bus station, etc.)	0	0
b. Emergency shelter	0	0
c. Transitional housing for homeless persons	0	
d. Psychiatric facility	0	
e. Substance abuse treatment facility	0	
f. Hospital	0	
g. Jail/prison	1	
h. Domestic violence situation	0	
i. Living with relatives/friends	0	
j. Rental housing	2	
k. Other (please specify)	3	

Figure 24

Prior Living Situation reports on Adult Clients who entered during the Operating Year (see Page 5 concerning Line 2b) and have selected a HUD answer from the Type of Living Situation field. This field is located on the HUD 40118 Assessment and must be answered with a choice that has the (HUD 40118) text next to it.

The screenshot shows the HUD 40118 Assessment form. On the left is a green sidebar with navigation links: Client Budget and Expenses, Employment, Legal, Medical, Mental Health, Substance Abuse, HUD-40118 (selected), Military, Personal Strengths, Education, Insurance Information, Residential, and Question Sharing Test - Assess 1. The main form area has an 'Assessment Date' field set to 06/30/2004 03:41 PM. Below this is the 'Homeless Information' section. The 'Type of Living Situation' field is a dropdown menu currently showing '- Select -'. To its right are 'H' and 'G' checkboxes. Below the dropdown is a list of options, each followed by '(HUD 40118)': Nursing Home, Owns Home, Rental House/Apartment, Corrections Facility/Jail, On the Street, Domestic Violence Situation, Hospital, Emergency Shelter, Living With Family, and Living With Friends. The 'Is Client Homeless?' and 'Is Client Chronically Homeless?' fields are marked with green checkboxes.

Figure 25

The choices for the Type of Living Situation are NOT identical to the Prior Living Situation fields on the HUD Report. This was a decision made by Bowman Systems with input from our clients. The chart on page 14 identifies which answers correspond to HUD Report fields. The left column identifies the terms that appear in the Type of Living Situation picklist. The right column identifies how the terms transfer from the picklist to the HUD Report.

“Type of Living Situation” Name	HUD APR Name
On the Street (HUD 40118) and Substandard Housing (HUD 40118)	Non-Housing (Street, park, car, bus station, etc.)
Emergency Shelter (HUD 40118)	Emergency shelter
Transitional Housing (HUD 40118)	Transitional Housing for Homeless Persons
Mental Health Facility (HUD 40118)	Psychiatric facility
Substance Abuse Treatment Center (HUD 40118)	Substance abuse treatment facility
Hospital (HUD 40118) and Nursing Home (HUD 40118)	Hospital
Corrections Facility/Jail (HUD 40118)	Jail/prison
Domestic Violence situation (HUD 40118)	Domestic violence situation
Living with Family (HUD 40118) and Living with Friends (HUD 40118)	Living with relatives/friends
Rental House/Apt.(HUD 40118) and Owns Home (HUD 40118)	Rental Housing
All other selections from this picklist (HUD 40118)	Other (Please Specify)

The reasons for mapping certain terms together are described below.

1. Nursing Homes are also medical facilities.
2. Owning a Home and Renting a Home are both considered living in “permanent housing.” HUD's definition for permanent housing is:

"a person is considered homeless only when he/she resides in one of the places described below: e. is being evicted from a **private dwelling unit** and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing..."

It is not often that homeless people own a home immediately prior to being homeless.

3. Substandard Housing, or places not meant for habitation, is the same as HUD's definition for “on the street.”

LINE 11: MONTHLY INCOME INFORMATION

11. Amount and Source of Monthly Income at Entry and Exit.				
Amount	A. Monthly Income at Entry		B. Monthly Income at Exit	
	All	Chronic	All	Chronic
a. No Income	4	1	4	1
b. \$1-150	0	0	0	0
c. \$151 - \$250	0	0	0	0
d. \$251 - \$500	0	0	0	0
e. \$501 - \$1000	0	0	0	0
f. \$1001 - \$1500	0	0	0	0
g. \$1501 - \$2000	0	0	0	0
h. \$2000 +	0	0	0	0
Source	C. Income Sources at Entry		D. Income Sources at Exit	
	All	Chronic	All	Chronic
a. Supplemental Security Income (SSI)	0	0	0	0
b. Social Security Disability Insurance (SSDI)	0	0	0	0
c. Social Security	0	0	0	0
d. General Public Assistance	0	0	0	0
e. Temporary Aid to Needy Families (TANF)	0	0	0	0
f. State Children's Health Insurance Program (SCHIP)	0	0	0	0
g. Veterans benefits	0	0	0	0
h. Employment Income	0	0	0	0
i. Unemployment Benefits	0	0	0	0
j. Veteran's Health Care	0	0	0	0
k. Medicaid	0	0	0	0
l. Food Stamps	0	0	0	0
m. Other (please specify)	0	0	0	0
n. No financial resources	4	1	4	1

Figure 26

NOTE

Only those Clients who left during the Operating Year (see Page 6 concerning Line 2c) are included in this section. Therefore, a HUD 40118 Exit and the Source of the Income must be entered before any of the Monthly Income Information is pulled into the HUD APR.

Entry/Exit - (Test, Jessica)

Save and Close

Overview - HUD-40118

Name	Entry Date	Exit Date	Reason Leaving	Destination
Test, Jessica	06/03/2004			

-Select- Add Related Entry/Exit

Exit Data

Exit Date: 06/07/2004 09:56 AM

Reason for Leaving: -Select-

If other, specify:

Destination: -Select-

If other, specify:

Notes:

To update household members' exit data also, click on the box beside each name.
No Household members are included in this Entry/Exit.

Homeless Information

Type of Living Situation: -Select-

Exit Data must be completed for the client's information to be pulled into the HUD Report

Figure 27

Monthly Income at Entry

The screenshot shows a 'Monthly Income' form with the following fields and annotations:

- Assessment Date:** 06/03/2004 12:40 PM
- Last 30 Day Income:** [Empty field] H G
- Source of Income:** SSI (HUD 40118) H G. An arrow points from a callout box to this field.
- Last 90 Day Income:** [Empty field] H G
- Start Date:** 06/03/2004 (mm/dd/yyyy) H G. An arrow points from a callout box to this field.
- End Date:** [Empty field] (mm/dd/yyyy) H G

Callout boxes:

- Left: Monthly Income Start Date must be completed to be included in the HUD Report
- Right: Source of Income must be completed to be included in the HUD Report

Figure 28

NOTE
<p>The system will add all Entry income information that:</p> <ul style="list-style-type: none"> Has a Start Date that is on, before, or overlapping the HUD Entry Date Has an End Date that is either null or after the HUD Entry Date.

- Both the Source of Income and the Start Date fields must be entered for the Monthly Income to be included in the HUD APR.
- If no information is recorded for this sub-assessment, a Client with a HUD Exit Date that falls within the desired reporting period will be counted on line 11a (No Income) in the Amount area and on line 11n (No financial resources) in the Source area. (see Figure 29)

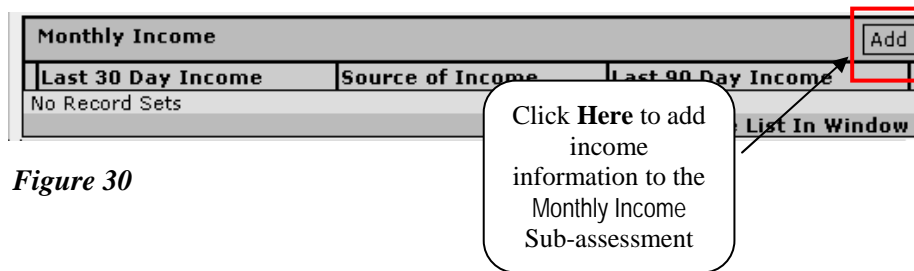
11. Amount and Source of Monthly Income at Entry and Exit.				
Amount	A. Monthly Income at Entry		B. Monthly Income at Exit	
	All	Chronic	All	Chronic
a. No Income	4	1	4	1
b. \$1-150		0	0	0
c. \$151 - \$250		0	0	0
d. \$251 - \$500		0	0	0
e. \$501 - \$1000		0	0	0
f. \$1001 - \$1500		0	0	0
g. \$1501 - \$2000		0	0	0
h. \$2000 +	0	0	0	0
Source	C. Income Sources at Entry		D. Income Sources at Exit	
	All	Chronic	All	Chronic
a. Supplemental Security Income (SSI)	0	0	0	0
b. Social Security Disability Insurance (SSDI)	0	0	0	0
c. Social Security	0	0	0	0
d. General Public Assistance	0	0	0	0
e. Temporary Aid to Needy Families (TANF)	0	0	0	0
f. State Children's Health Insurance Program (SCHIP)	0	0	0	0
g. Veterans benefits	0	0	0	0
h. Employment Income		0	0	0
i. Unemployment Benefits		0	0	0
j. Veteran's Health Care		0	0	0
k. Medicaid		0	0	0
l. Food Stamps		0	0	0
m. Other (please specify)	0	0	0	0
n. No financial resources	4	1	4	1

Figure 29

Monthly Income at Exit

- If the Last 30 Days' Income is different on Exit than it was on Entry, a new answer must be added to the Monthly Income sub-assessment.

NOTE
<p>The system will add all Exit income information that:</p> <ul style="list-style-type: none"> • Has a Start Date that is on or before the HUD Exit Date • Does NOT have an End Date on or before the HUD Exit Date



NOTE
<p>The Income on Entry will not be pulled into the HUD APR if the User simply overwrites the answer while on the Exit screen. The User must add a new entry to the Monthly Income Sub-Assessment that has a Start Date on or before the Exit Date to be counted as Exit information.</p>

Start Date: Monthly Income at Entry: The Start Date of the Monthly Income must be *ON or BEFORE* the Entry Date.

Monthly Income at Exit: The Start Date of the Monthly Income must be *ON or BEFORE* the Exit Date.

NOTE
<p>If the Start Date is after the Entry (or Exit) Date, the information <i>WILL NOT</i> be pulled into the HUD APR.</p>

End Date: An End Date is *NOT* required for the information to be included in the HUD APR. However, if there are End Dates for the Monthly Income subassessments, they must satisfy the following conditions:

Monthly Income at Entry: If the End Date is after the Entry Date, the income data will be included in the report.

Monthly Income at Exit: If the End Date is after the Exit Date, the income data will be included in the report.

LINE 12A: LENGTH OF STAY IN PROGRAM (PARTICIPANTS WHO LEFT DURING OPERATING YEAR ON LINE 2C)

12a. Length of Stay in Program. (Participants who left during operating year)		
	All	Chronic
a. Less than 1 month	4	1
b. 1 to 2 months	0	0
c. 3 - 6 months	0	0
d. 7 months - 12 months	0	0
e. 13 months - 24 months	0	0
f. 25 months - 3 years	0	0
g. 4 years - 5 years	0	0
h. 6 years - 7 years	0	0
i. 8 years - 10 years	0	0
j. over 10 years	0	0

Figure 31

This section of the HUD Report documents participants that have an Entry Date before, on, or during the operating year, and have an Exit Date that falls during the operating year. This section pulls from the client's Entry and Exit Dates. (See Page 6 concerning Line 2c.)

If the client answered "No" to the question Is client chronically homeless? then they will be included in the All column. If the client answered "Yes" to the question Is client chronically homeless? then they will be included in both the All and the Chronic columns.

LINE 12B : LENGTH OF STAY IN PROGRAM (PARTICIPANTS WHO DID NOT LEAVE DURING OPERATING YEAR)

12b. Length of Stay in Program. (Participants who did not leave during operating year)		
	All	Chronic
a. Less than 1 month	2	0
b. 1 to 2 months	0	0
c. 3 - 6 months	0	0
d. 7 months - 12 months	0	0
e. 13 months - 24 months	0	0
f. 25 months - 3 years	0	0
g. 4 years - 5 years	0	0
h. 6 years - 7 years	0	0
i. 8 years - 10 years	0	0
j. over 10 years	0	0

Figure 32

This section of the HUD Report documents participants that have a valid Entry Date and either do not have an Exit Date, or have an Exit Date that is after the last day of the operating year. (See page 6 concerning Line 2d.)

If the client answered "No" to the question Is client chronically homeless? then they will be included in the All column. If the client answered "Yes" to the question Is client chronically homeless? then they will be included in both the All and the Chronic columns.

LINE 13: REASONS FOR LEAVING

13. Reasons for Leaving.		
	All	Chronic
a. Left for a housing opportunity before completing program	0	0
b. Completed program	2	1
c. Non-payment of rent/occupancy charge	0	0
d. Non-compliance with project	0	0
e. Criminal activity / destruction of property / violence	0	0
f. Reached maximum time allowed in project	0	0
g. Needs could not be met by project	2	0
h. Disagreement with rules/persons	0	0
i. Death	0	0
j. Other (please specify)	0	0
k. Unknown/disappeared	0	0

Figure 33

This section of the HUD Report applies to Participants with an Exit date during the operating year. (See Page 6 concerning Line 2c.) Data for this section is pulled from the Reason for Leaving field, located on the client's Exit screen.

If the client answered "No" to the question Is client chronically homeless? then they will be included in the All column. If the client answered "Yes" to the question Is client chronically homeless? then they will be included in both the All and the Chronic columns.

The screenshot shows the 'Exit Data' form. The 'Exit Date' is set to 06/30/2004 at 05:28 PM. The 'Reason for Leaving' dropdown menu is open, showing options: '-Select-', 'Completed program', 'Non-payment of rent', 'Non-compliance with program', 'Criminal activity / violence', 'Reached maximum time allowed', 'Needs could not be met', 'Disagreement with rules/persons', 'Death', and 'Other'. The 'Other' option is selected. Below the dropdown, there is a text field for 'If other, specify' and a button labeled 'To update household'. At the bottom, a message states: 'No Household members are included in this Entry/Exit.'

Figure 34

LINE 14: DESTINATION

14. Destination.		All	Chronic
PERMANENT (a - h)	a. Rental house or apartment (no subsidy)	1	0
	b. Public Housing	0	0
	c. Section 8	0	0
	d. Shelter Plus Care	0	0
	e. HOME subsidized house or apartment	0	0
	f. Other subsidized house or apartment	0	0
	g. Homeownership	1	1
	h. Moved in with family or friends	1	0
TRANSITIONAL (i - j)	i. Transitional housing for homeless persons	0	0
	j. Moved in with family or friends	0	0
INSTITUTION (k - m)	k. Psychiatric hospital	0	0
	l. Inpatient alcohol/drug treatment facility	0	0
	m. Jail/prison	0	0
EMERGENCY SHELTER (n)	n. Emergency shelter	1	0
OTHER (o - q)	o. Other supportive housing	0	0
	p. Places not meant for human habitation (e.g. street)	0	0
	q. Other (please specify)	0	0
UNKNOWN	r. Unknown	0	0

Figure 35

This section of the HUD Report applies to Participants with an Exit date during the operating year. (See Page 6 concerning Line 2c.) Data for this section is pulled from the Destination field, located on the client's Exit screen.

If the client answered "No" to the question Is client chronically homeless? then they will be included in the All column. If the client answered "Yes" to the question Is client chronically homeless? then they will be included in both the All and the Chronic columns.

The screenshot shows the 'Exit Data' form. The 'Exit Date' is 06/30/2004 at 05:28 PM. The 'Reason for Leaving' is set to '-Select-'. The 'Destination' dropdown menu is open, showing a list of options: '-Select-', 'Permanent: Rental house/apartment (no subsidy)', 'Permanent: Public Housing', 'Permanent: Section 8', 'Permanent: Shelter Plus Care', 'Permanent: HOME subsidized house/apartment', 'Permanent: Other subsidized house/apartment', 'Permanent: Homeownership', 'Permanent: Moved in with family/friends', 'Transitional: Transitional housing for homeless', and 'Transitional: Moved in with family/friends'. The 'Homeless Information' section is partially visible at the bottom.

Figure 36

LINE 15: SUPPORTIVE SERVICES

15. Supportive Services.				
NOTE: The below services were given to participants who left during the operating year. Add the following counts into the appropriate category for question 15.				
	Service	Service Code	All	Chronic
1.	Basic Needs	B	<u>1</u>	0
2.	Criminal Justice and Legal Services	F	<u>1</u>	0

Figure 37

This section of the HUD Report applies to Participants that were provided a Service and have an Exit date during the operating year. (See Page 6 concerning Line 2c.) This area of the HUD Report pulls information from the client's Services Provided for Need Identified record, located under Service Transactions.


Services Provided for Need Identified					Add Service
	Provider	Start Date	End Date	Provider-specific Service	Referred By
	 Bowman Systems	06/15/2004	07/01/2004		

Figure 38

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Bowman Systems
 333 Texas Street, Suite 300
 Shreveport, LA 71101
 Toll free (888) 580-3831
 Direct (318) 213-8780
 Fax (318) 2213-8784
<http://www.bowmansystems.com>